

Emergency Action Plan and Response Training

City of Philadelphia



<http://www.phila.gov/risk>



Introduction

- Every employee is required to complete Emergency Action Plan (EAP) and Response training in order to:
 - Keep employees safe
 - Protect the citizens and visitors that enter the city buildings
 - Promptly communicate emergencies to the appropriate responders
 - Understand actions to take in the event of an emergency

Objectives

- All employees must become familiar with the elements outlined within the Emergency Action Plan, including:
 - The existence, elements and guidance of the Emergency Action Plan;
 - Roles and responsibilities;
 - Emergency escape routes and evacuation rallying points.

Roles & Responsibilities

Safety Officer Responsibilities

{Insert the Dept.'s Safety Officer info. – name & contact info. at a minimum}

- Ensures employees have the knowledge & understanding of the EAP.
- Provides leadership in emergency situations
- Determines an evacuation assembly area
- Assesses emergency occurrence and response
- Evaluates emergency situations

Roles and Responsibilities

- Incident Command
 - Executes and Oversees operations during the emergency
 - Depending on the type of emergency those in charge of responding could be:
 - Philadelphia Police Department
 - Philadelphia Fire Department
 - Department of Public Property
 - Building Management
 - Risk Management
 - Office of Emergency Management



Roles and Responsibilities

- **Manager / Supervisor**
 - An employee with supervisory responsibility who assists with the implementation of the EAP
 - Communicates directions to employees during an emergency



Roles and Responsibilities

- Floor Captain
 - Responsible for assisting all employees, visitors, and citizens during emergencies
- Employee
 - Follow all directions provided by building management & incident command
 - Listen and respond to all alarms & messages
 - Know location of rally points / shelter in place areas
 - Participate in all fire or emergency drills

General Response Procedures

General Emergency Response

- If an emergency of any type is observed, employees should call 9-1-1.
 - Procedure for calling 9-1-1
 - Most City Owned Buildings dial 1-911
 - Most City Leased Buildings dial 9-911
 - **Our building dials {enter number here}**
- After calling 9-1-1, notify a supervisor.

When dialing 9-1-1

- Identify yourself.
- Identify your location.
- Specify the nature of the call.
- Indicate the location of the emergency.
- Indicate the location of injured and special needs individuals.
- **Do not hang up until the 9-1-1 dispatch operator tells you to do so.**

General Emergency Response

- Municipal Radio must be notified after an emergency has been reported - (215) 686-4514
 - City owned/managed facilities or City leased/occupied facilities:
 - Manager/supervisor on duty notifies Municipal Radio.
 - City owned facilities that are managed by a private company:
 - Manager/supervisor notifies building management, who then notifies Municipal Radio.

General Emergency Response

- During an emergency, ALL employees must follow directions
- Employees will be notified of emergencies by one or more of the following:
 - The installed alarm system
 - Public address system
 - Verbally by supervisors/managers
- Instructions for response will follow the initial notification

Evacuation Procedures

Evacuation Procedures

- There are three types of evacuations
 - Full evacuation
 - Partial evacuation (several floors)
 - No evacuation (Shelter in Place)

Evacuation Procedures

- Full Evacuation
 - An entire building or location is cleared of all personnel
- Partial evacuation
 - Certain floors evacuate but remain in the building
 - All other floors are told to hold their position & await further instruction
 - If asked to evacuate to another floor, employees should travel to that floor immediately.
 - Remain there until told by a supervisor or incident command to move from that floor



Evacuation Procedures

- No evacuation (Shelter in Place)
 - All personnel are instructed to remain indoors in predetermined interior locations (rooms, office, hallways) to limit exposure to an exterior hazard.
 - Remain in these areas until instructed to leave.



Evacuation Procedures

- When asked to evacuate, employees should:
 - Proceed to the nearest safe emergency exit as quickly as possible.
 - Assist other employees, citizens or visitors that may need help.
 - Proceed to the designated Rally Point and remain there until informed by a supervisor or incident command that you may leave.

Evacuation Procedures

- {Insert Building or Site specific evacuation types & plans}

{Insert location (s) of Rally
Points here}

{Insert locations of exit route
postings or map/building layout}

{Insert Department specific
shelter in place plan & areas of
refuge}

{Insert location(s) of site-specific
Posting of Emergency Information}



Evacuation Procedure Special Needs

- Evacuation procedures for employees & visitors with special needs such as a physical disability (permanent or temporary), medical condition, language barrier, etc... must be in place.
 - Persons with special needs require assistance to evacuate.

Emergency Procedures

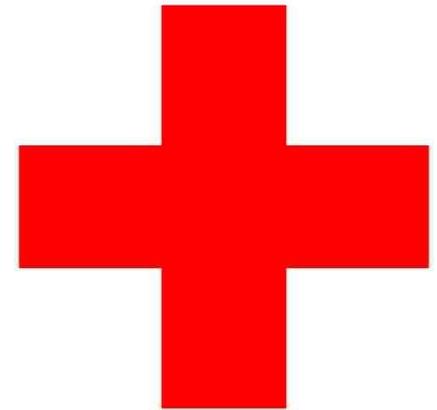
Special Needs

- {Insert department / building specific communication plans and areas of refuge for those employees with special needs}
 - An area of refuge must be established
 - The person(s) with special needs must wait in the area of refuge for rescue services
 - Exits, egress & areas of refuge must be clear & properly marked
 - Rescue services must be notified of persons with special needs
 - Follow all communication procedures.

Types of Emergencies

Types of Emergencies

- Fire
- Medical
- Hazardous Chemical Release
- Bomb Threat
- Violence
- Weather Events
- Power/utility failure
- Natural disasters



Fires



Emergency Response uses the R.A.C.E method

- R** – *Rescue and/or Remove* all persons from the affected area.
- A** – *Activate the Alarm System*
 - Dial 911 and/or activate nearest alarm pull station
- C** – *Confirm or Contain the Fire*
- E** – *Extinguish or Evacuate the Premises*

Fire Prevention and Preparation

- Buildings may be equipped with fire extinguishers and sprinkler systems
{Insert building specific protective systems info}
- Fire and evacuation drills are performed on a regular basis, minimally annually & twice per year for high rise buildings
- **All** employees **must participate** in all fire and evacuation drills



Medical

- Contact 9-1-1 first and then a supervisor/manager.
- If trained, begin First Aid and or CPR.
- Send an employee to meet with emergency medical response to direct them to the injured person.

Hazardous Chemical Release

- Remain clear of any spilled materials.
- Depending upon the severity of the release, the building may be evacuated or employees may shelter in place.
- Follow all directions from incident command and pay attention to all alarms.



Hazardous Chemicals

Departmental response

- {Insert departmental/location response plan here if applicable}

Bomb Threat

- Follow the City of Philadelphia Bomb Threat Procedure
 - First notify the Police by calling 9-1-1
 - Next, notify Building Management, who will then notify;
 - Bomb Disposal Unit - (215) 685-8013
 - Municipal Radio - (215) 686-4514/15
 - Appropriate City Liaison
- * DO NOT make phone calls with a cell phone in the event of a bomb threat



Threat of Violence

- Dial 9-1-1.
- Notify Security, Building Management or City Management to inform them of the situation and begin any necessary emergency response.
- Do not attempt to apprehend the person involved.
- Is the person armed?
 - Your response will be dictated by circumstances that evolve.

Weather events

- Tornados
 - Get underground if possible.
 - If not possible use:
 - Small interior rooms without windows.
 - Hallways on the lowest floor away from outside doors and windows.
 - Watch vs. Warning



Weather



- Severe Thunderstorms
 - If an employee is working outdoors, they must seek shelter immediately.
- Flooding
 - If water flow entering the facility cannot be controlled, evacuating the building may be necessary.
 - Move to higher elevations, if needed.

Power Failure / Utility Failure

- The manager/supervisor or building management will assess the situation.
- Depending on the cause and timeliness of repair the building may not need to be evacuated.
- The proper type of emergency response will be determined by the manager/supervisor or building management (i.e. evacuation, shelter in place) & communicated to occupants.

* Candles should NOT be lit at any time.

Earthquake

- If indoors, take cover under sturdy furniture (i.e. desks, work tables), an interior wall away from windows, tall furniture or in a supported doorway.
 - **Do Not run for the exit or stairways.**
- If outdoors, move to an open area away from any buildings, utility wires, trees etc.



Elevators

- Elevators should not be used for evacuation during emergencies.
- Elevator malfunction while occupied:
 - Occupants should follow the directions in the elevator. Never try to evacuate the elevator on your own.
 - Building Management will notify the elevator service company and the Philadelphia Fire Department.



High Rise Buildings

- High rise buildings have special circumstances during emergency situations.
- Every high rise building in the City must have an Emergency Evacuation Plan.
- Employees should know the evacuation plan for their building and what to do in the event of an alarm.



High Rise Building Evacuation Plan

- {Insert department or building specific evacuation plans as needed}

Alarms

- All Departments, Agencies, Offices and Commissions shall include a description of the alarm system plan / procedure for each location.
- It is the responsibility of each employee to become familiar with the alarm system used in their building and respond appropriately to **all alarms**.

Alarms

- {Input building / location specific alarm / employee notification information here}

Questions?

